

**Human Resources Division**

**May 19<sup>th</sup>, 2015**

**CIVIL SERVICE UNIT  
SELECTION AND  
BYPASS OF  
CANDIDATES**

# **Certification/Referral**

## **Massachusetts Automated Civil Service – MaCS**

- **Actions submitted electronically**
  - **Entry-level Certification**
  - **Promotional Examination Requisitions**
- **Receive and View Certification Referrals Lists**
- **Report Hires & the Response to Certifications**
  - **Candidate Failed to Respond, withdrew, bypassed, Failed Medical or PAT twice**
- **Attach documents to Requisition or Hire panel**

# **Certification/Referral**

- **Entry-level Appointments – Roster & Open Competitive**
- **Documentation of Selection Process**
- **Medical and PAT requirements for new hires**
- **PAR .03 & PAR .09 Removals need to be approved by HRD**

# **Certification/Referral**

- **Departmental Promotional Delegation**
  - **HRD provides eligible list**
  - **AA generates promotional certification(s) as needed**
- **Consent Decree Entry-Level does not fall under Certification Delegation**

# Certification/Referral

- **Number of names on Certification**
  - Number of vacancies  $2(N) + 1$
  - Will not break a tie group
- **Signs “Willing to Accept”**
  - Removed from consideration
    - Signs “DECLINE”, withdrawals etc.
- **Meets By-Pass Criteria**
  - Stays in selection ratio
- **Municipal Hiring Criteria**
  - Background Checks, Interviews, Drug Tests, Medicals, Psychological exams, and PAT

# **Certification/Referral**

## ***Chapter 31, Section 27***

- **Selection of Person whose name is lower on cert list**
- **Statement of reasons**
  - **SELECTION**
  - **BY-PASS – 5 year guideline**
- **Include ALL reasons**
- **Other reasons are not admissible to HRD or Civil Service Commission Hearings**

# **Selection/Bypass Reasons**

## **CONSENT DECREE COMMUNITIES**

- **Submit bypass reasons for candidates not selected**

## **NON-CONSENT DECREE COMMUNITIES**

- **Submit reasons for selected candidates ranked lower on the certification and/or bypass reasons for candidates ranked higher on certification**

# **Selection/Bypass Reasons**

## **SELECTION REASONS may address:**

- **Work experience**
- **Accomplishments/Skills/Education**
- **Interview results**
- **Personal characteristics**
- **Commitment to type of work**
- **Volunteer service/Community Involvement**
- **Directly related work experience in community**
- **Other positive reasons for selection**



# **Selection/Bypass Reasons**

**BYPASS REASONS (Non-selection) may address:**

- **Results of Interview**
- **Background Information Check - Reference check, job performance, military record, etc.**
- **Convictions of felony, misdemeanor**
- **Refusal to complete application or to comply with a request for information**
- **Charge of felony or Misdemeanor and CWOFF**
- **Departmental incident/record**
- **Medical incapacity**
- **Other negative reason that would make candidate unsuitable for position**

# **Medical Examination & Physical Abilities Test**

- **A candidate is allowed 1 re-examination if he/she fails the initial examination. Second medical exam for area of failure.**
- **Failure of the medical examination twice is cause for removal of the candidate's name from the certification list and rescission of any appointment.**
- **Candidates must pass the PAT for entry-level appointments. Date of appointment can not precede passing of PAT.**
- **1 retest is permitted if failure of PAT after a 16-week preparation period. The retest can occur prior to the end of the 16-week preparation period but a waiver must be signed by the candidate.**
- **Failure of the PAT twice is cause for the removal of the candidate's name from the certification list and cause for any appointment to be rescinded.**

# Removal of Applicants

## **PAR.03**

- **Most serious**
- **Proof of actions generally of a criminal nature (i.e. conviction of a felony)**
- **Candidate for removal given opportunity for a hearing**
- **Results in removal of candidate's name from all civil service lists**

## **PAR.09**

- **Less serious**
- **Appointment would be detrimental to public interest (i.e. conviction of a non-felony, domestic violence, CWOV, etc.).**
- **Appointing Authority must submit written statement requesting PAR .09 removal and substantiating reasons in detail.**
- **Results in removal of candidate's name from eligible cert list for requesting municipality, and notification to candidate.**

**Questions?**